ELECTRONIC POLL BOOK (E POLL BOOK) OPERATIONS MANUAL

Ward 1 **- Precinct** 06
Questions, check with Chair or Co-chair—NAME INSERT

START OF DAY PROCEDURES—8 STEPS

1. **Laptop Setup**

   ☐ Make sure you have all equipment in laptop bag

   1) Laptop

   2) Power Cord

   3) Magnetic Strip Reader

   4) Mouse

   5) Mouse Pad

   6) Cell phone for the Chairperson

   ☐ Plug power cord into laptop and electric supply

   ☐ Plug magnetic strip reader and mouse into laptop   (See picture above)

2. **Logging into Laptop**

   ☐ Open laptop cover and press power button

   ☐ Enter **Laptop Logon Password** and press enter key to open Windows Desktop

   ☐ Check Power Status - check for this icon to make sure you have power, and not running on battery.
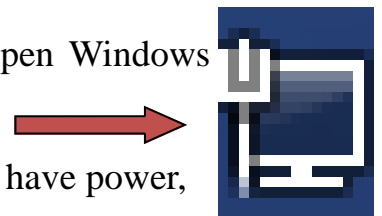
3. **Open "Thumb Drive"**

   ☐ Once "logged in", **Put** Thumb Drive in to USB port.

      ☐ Blue light will blink on Thumb Drive if plugged in properly

   ☐ **LEAVE THUMB DRIVE PLUGGED IN UNTIL CLOS-ING PROCEDURES ARE COMPLETED.**

Training Passwords

Laptop Logon password (case sensitive)   **to be determine**

Thumb drive password (case sensitive)   **to be determine**

E Poll Book Encryption password (case sensitive)   **to be determine**

E Poll Book User name (case does not matter)   **to be determine**

User password (case sensitive)   **to be determine**

Protect laptop and thumb drive. Please keep it in a safe place until Election Day.

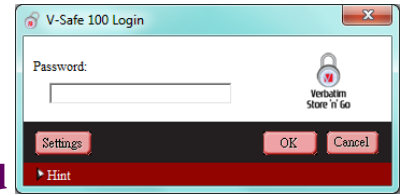**Tell no one your passwords.**

Do not allow any other thumb drive or device other than what we provided to be plugged into laptop.

Do not attempt to connect to Internet.

☐ Click "Open Folder to View files" to see (D:) folder in the "Thumb drive"

☐ Double click on "V-Safe100" Program

☐ Click in password box and enter **Thumb Drive Password** then click "OK"

You have now open the "Privacy Zone"

☐ Minimize the Privacy Zone Open Folder

4. Open E Poll Book Program

☐ Double click "Electronic Poll Book" icon

☐ Type **Encryption Password** and press "Enter"

☐ Type **User Name** and press "Tab" key

☐ Type **User Password** and press "Enter"

☐ You should now be in E Poll Book. Verify that the precinct number in the upper right corner is correct for your location.
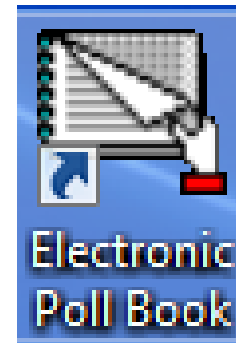
5. Perform First Back Up

☐ Click on flashing "Backup Overdue!" message

☐ Make sure "**PrivacyZone" folder is selected by clicking**

☐ Click "Enter" until you return to E Poll Book main screen

6. Add Yourself as a User

    ☐ Select "Sys Admin" at top of screen, and select "User Administration"

    ☐ Select "New" and then enter YOUR FIRST AND LAST NAME WITH NO SPACES for User Name

    ☐ Create a Password that must be at least **8 characters with at least 1 upper case, 1 lower case, and 1 number like your street address**

    ☐ Select yourself as the user until you are relived

7. Add Additional User

☐ Add Additional Poll Workers who may use the E Poll Book during the day

    ☐ Select "Sys Admin" at top of screen, and select "User Administration"

    ☐ Select "new" and then enter user name for new worker – no spaces allowed

    ☐ Allow user to create their own password that must be at least **8 characters with at least 1 upper case, 1 lower case, and 1 number like your street address**

8. Switching Users during the day

☐ Add a General Comment that you are logging off (See Page 7 for more detail)

    ☐ Clicking General Comment box

    ☐Click NEW

    ☐ Type Comment

☐Select "File" and "Log Out" at the top of the screen

☐ Other users will sign in using their own user name and password.

PROCESSING VOTERS - 3 Steps Process for Every Voter

1. Verify Voter Identity

☐ **If ID is provided, use it to verify <u>ONLY</u> same face and name**

If voter lacks any of approved list of ID, make sure they should have been asked by the Application Inspector to complete the Affidavit on the back of their Application to Vote

☐ Find voter in the E Poll Book by swiping Michigan State ID or typing name

☐ "Lock" in voter if you looked them up by typing name.

☐ Compare the **Day and Month of birth** and **address** on the **<u>Application to Vote</u>** to the **E Poll Book**

> If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:
>
> ## Lock this voter record

2. Check Voting Status

☐ Check for any messages reported in the Voting Status Box for a selected voter

This Precinct | Other | Unlisted
These voters are located within the selected inner precinct:

Voter Name	DOB
► ? Mcqvf, Alexander Jon	12/11/1928
? Mcqvf, Barbara Elise	2/8/1942
Mcqvf, Caitlin Lindsey	6/1/1985

Absentee Ballot [00000103] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

Absentee Ballot sent/received by Clerk, then, **DO NOT** issue a ballot because the AV ballot mailed to them was received by the City Clerk

Absentee Ballot sent by Clerk, then the AV ballot must be surrendered; write "Canceled – voted in person" on surrendered AV ballot -OR if voter does not have their absentee ballot, get Chair to contact Clerk Office (see Troubleshooting Guide)

For other messages follow instructions on back of the job card, and also listed in Troubleshooting Guide

3. Issue Ballot

☐ Return ID to the Voter

☐ Click on ballot button to be issued, 99.% of the time it will be **Regular Ballot**

**Do not issue any other type of ballot, without approval of a chairperson**

☐ Confirm with Ballot Inspector, ballot number listed (every time)

☐ If field blank or incorrect, click in the box and record ballot number to change the date

☐ If number is correct, click "OK" button,

Ballot Inspector will record the ballot number on the Application to Vote

4. Record Remarks (If Necessary)

VOTER REMARKS need to be recorded, if any special or additional actions occurred in regards to an individual voter like the reason the voter was challenged or surrendered an AV ballot.
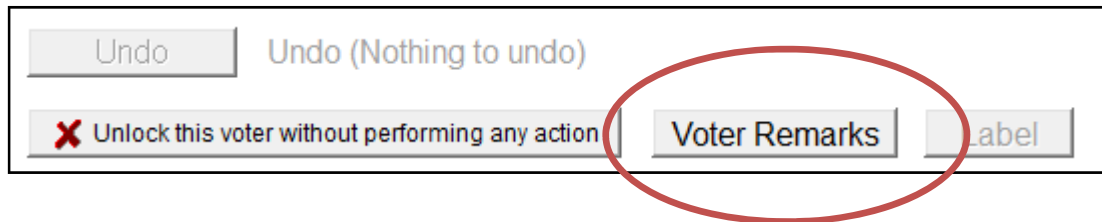
☐ Voter record must be "locked" first, the click "Voter Remark" button

☐ Type comments clear enough that someone who is not there would understand, and ONLY related to the action taken. No personal comments about the voter.

GENERAL REMARKS need to be recorded to note anything noteworthy like when E-Poll Book operators changed or if poll challengers stop . **At least one general remark** needs to be recorded on an Election day.
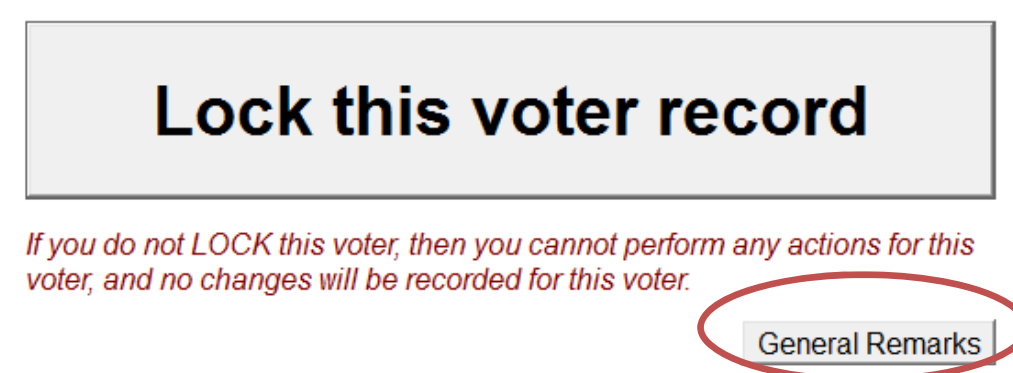
☐ Click "**General Remark**" button or the "F4" function key

☐ Type comments clear enough that someone who is not there would understand, and ONLY related to the action taken. Include the time if you are not entering the remark right after the incident, and names of anyone else involved.

Troubleshooting

Voter not found in Precinct

If voter is not found in the precinct, then

☐ Click the "Other" tab to look for the voter in the entire City of Lansing voter database

☐ Double check spelling or if voter has hyphenated name, prefix or suffix, name change, etc.

If voter is listed in the database, then follow these four steps.

1. Precinct Number and location will appear at the top of the screen

2. Refer voter to election inspector who can provide directions

3. Provide voter with "Fast Track" Pass so they can go to the front of the line at another precinct

4. Remember to click Precinct tab before searching for the next voter.

If voter is not found in the other database, please refer to Chairperson or Co-chairperson to contact City Clerks Office at **483-4131** to check state-wide voter list.

# SPOILED BALLOTS PROCEDURES

A voter who spoils his/her ballot may obtain a new one.

Instruct the voter to return his/her ballot to the secrecy sleeve, and keep the old ballot from being seen during this process

The **Ballot Inspector or someone else** will stamp the word "SPOILED" on the ballot (not the stub), detach the stub and place both the spoiled ballot and the stub in the envelope marked "SPOILED OR DEFECTIVE BALLOTS."

- ☐ E Poll Book Inspector will look voter up again in E Poll Book,

- ☐ Click "Lock this Voter Record" button

- ☐ Click "Spoil a ballot""

- ☐ Lock voter record again and click type of ballot to be issued.

- ☐ Someone needs to cross out the old ballot number and write the new ballot number on the **Application to Vote**
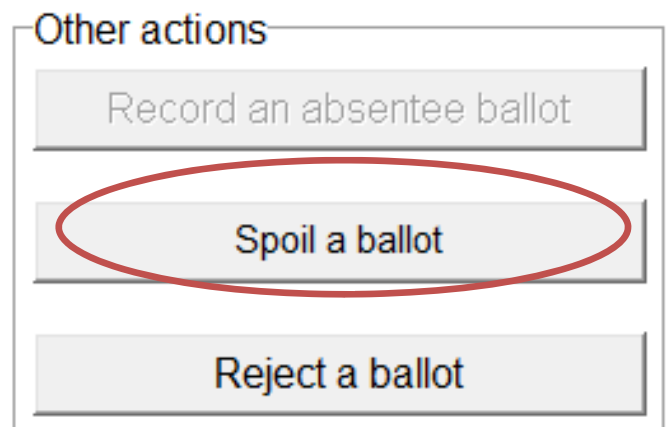
DURING THE DAY

- ☐ Don't let laptop "fall sleep," every 5 minutes or less you need to touch the mouse or keyboard.

- ☐ **Every hour,** provide the chair with the total number of votes to see if it matches up with the number of ballots used. Vote tally is located at the bottom right side.

- ☐ When switching users, logout and have other user logon
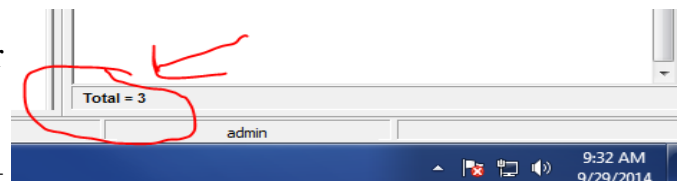
Make sure other user has been created (see start of day)

Select "File" at top of screen and select "Logout"

Current user will enter user name and password

- ☐ Make sure to perform backup when flashing on screen by clicking blinking "**Backup Overdue!**"

☐ Create **Ballot Summary Report** during the day

E POLL BOOK END OF DAY GUIDE

After the polls have closed, you will save 4 reports to the Privacy folder in "thumb" drive

1. Create Ballot Summary Report

☐ Click on "Reports" at top of screen

☐ Click" Ballot Summary" option

Line A. Leave "Style" Box alone

Only if "Starting No." is blank, then enter the beginning ballot number you started with. If they are filled in, confirm that the numbers are correct.

☐ Press "Tab" button on keyboard

Only if "Ending No." is blank, then enter the highest ballot number you were assigned

☐ Press "Tab" button on keyboard

☐ **Line D**, **enter** the number of votes displayed on the Tabulator.

☐ Press "Tab" button on keyboard

☐ **Line F**, Does it match number of ballots in the Spoiled Ballot Envelope?. If not, notify Chair immediately (See Trouble Shooting Guide)

Line G is already filled. It is the number of rejected ballots (voters whose right to vote was taken away because of their actions at the polling place)

☐ **Line H**, **enter** 0 unless you had to duplicate any ballots at the end of the day

☐ Press "Tab" button on keyboard

☐ **Line I** is already filled. Verify the number matches the number of provisional envelope

ballots issued.

MORE FUN!!!ALMOST DONE!!

Ballot Summary Report Continue

Line J, enter information about the ballots you have not used

☐ Leave the Style box blank

☐ Click in box below "**Starting No.**"

☐ Enter the **next** ballot number you have available

☐ Press "Tab" button on keyboard

☐ Enter the highest ballot number you were assigned under "**Ending No.**"

☐ Press tab button twice

    ☐ **Only if you have separate sequences of unused ballots**, then press tab again until you get a new line; enter the additional starting and ending ballot number on a separate line

☐ **Line L, is it 0 (zero)?**

☐ **If yes, then click "Preview" at the bottom**

*****If Line L is not zero, you must determine why and correct the error. Follow these 3 steps.

1. If you have problems balancing the totals, consult the Troubleshooting Guide

2. If still does not equal zero, chairperson should call your Super Chair or the City Clerk's Election Unit.

3. Do not leave precinct until error is found.

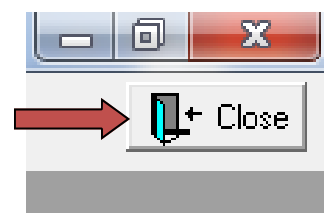□ Click in top left corner to save report in the Privacy zone.

□ Click "Save" button

□ Click "Close" button in upper right corner of preview
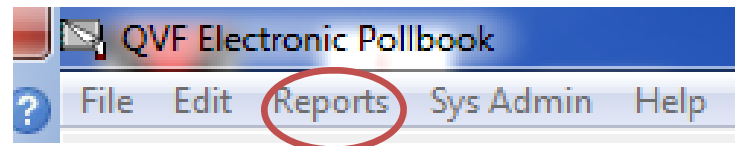
□ Click "Close" button on ballot sum- mary report screen

2. Save Remarks Report to Privacy Folder

□ Click on "Reports" in top left corner

□ Click "Remarks" Option

□ Make sure all appropriate remarks were made. Make sure they are understandable to someone who was not there
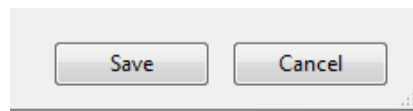
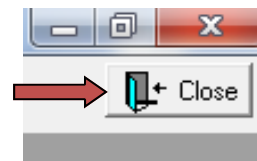□ Click on " icon in the top left corner to save report in the Privacy Zone

–

□ Make sure "PrivacyZone" shows at the top of Save As box. See above. If not, you must open the PrivacyZone folder and

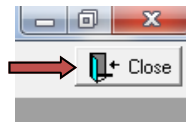□ Click "Save" button

□ Press "close" button in upper right corner

3. Save List of Voters Report

□ Click on "Reports"

□ Click " List of Voters" Option

□ Click on "Save to Adobe Acrobat Format (PDF) – red symbol in upper left corner

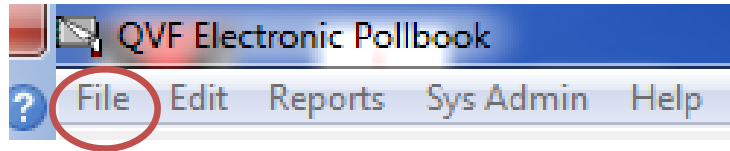□ Make sure "PrivacyZone" shows at the top of Save As box. See above.

- ☐ Click "Save" button

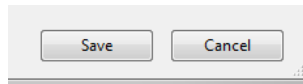- ☐ Press "Close" button in upper right corner

4. Save "Voter History Record"

- ☐ Click on "**File**"

- ☐ Click "Save History"

- ☐ Make sure top of box says "save in PrivacyZone". If not, you must open the PrivacyZone folder
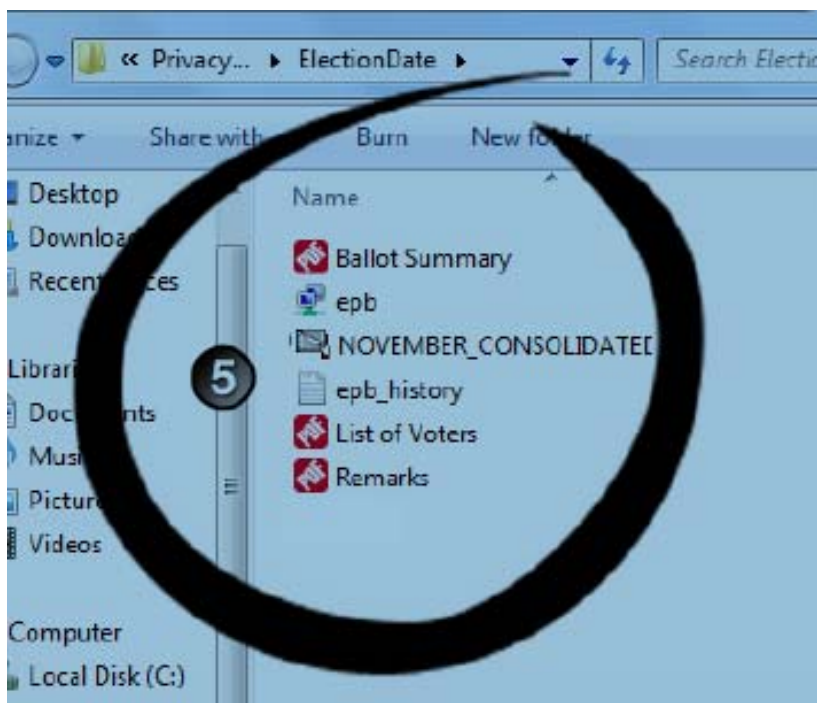
- ☐ Click "Save"

5. Perform a Final backup

- ☐ Click "Backup Overdue: box, even if blank

- ☐ Click "Backup" button

- ☐ Click "File" and then "Exit"

6. Shutting down the laptop & Put all equipment back in laptop case

- ☐ Click D drive folder at the bottom of the screen, and check Privacy folder for **6 icons**

□ Click Microsoft logo (Circle in the lower left corner of the screen)

□ Click "Shut Down"

□ Once the laptop has completed shutting down, you may remove the thumb drive – this should be the first time you remove it!

□ Pack the following items into the laptop case
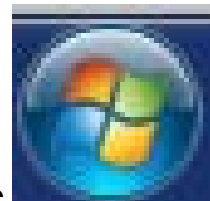
1) Laptop
2) Power Cord
3) Magnetic strip reader
4) Mouse
5) Mouse Pad
6) Cell phone from the Chair, and put in the side pouch

□ Place the thumb drive in the small blue pouch with your tabulator prom pack to be sealed and sent with Chairperson to City Clerk's Election Unit.